

Appendix XIV

UNITED COMMUNITY CORPORATION

Newark, New Jersey

Job Summaries

1. Executive Director: Responsible for all agency activities, personnel and fiscal control.
2. Associate Director: Assists the Executive Director in all agency operations with primary responsibility for administrative functions.
3. Personnel Director: Under the supervision of the Executive Director is responsible for the hiring of personnel and related functions.
4. Comptroller: Under the supervision of the Executive Director is responsible for the fiscal management of the agency and all other related functions.
5. Community Action Director: Under the supervision of the Associate Director is responsible for the formation of Area Boards and the development of Community Action Programs.
6. Education Director: Under the general supervision of the Associate Director is responsible for the administration of all programs and personnel involving community education.
7. Employment Director: Under the general supervision of the Associate Director is responsible for the development of community on-the-job training programs and the placement of trainees in business and industry.
8. Community Information Specialist: Under the direction of the Executive Director is responsible for the dissemination of information to the public and interested organizations with regard to the agency goals, policies and activities.
9. Community Action Coordinator: Assists the Community Action Director in the formation and implementation of Area Board activities.
10. Community Researcher: (Area Boards I - VI) Under the supervision of the Community Organizer secures, tabulates, and arranges demographic information concerning the area to which assigned for presentation so as to provide a base for program development.
11. Community Organizers: (Area Boards I - VI) As an agency employee renders technical assistance to Area Board officers and personnel in their activities and program development in addition to supervising other assigned agency personnel.

12. Community Workers: (Area Boards I - VI) Under the supervision of the Community Organizer makes contact with residents of the community to which assigned to stimulate participation and involvement and assists in program development and other related activities.
13. Community Organizers -- Spanish Speaking: Acts in same capacity as Community Organizers assigned to Area Boards but primarily in reference to the Spanish speaking residents of total Newark. Advises and makes recommendations to Community Action and Area Board personnel with regard to this specific group.
14. Office Manager: Under the supervision of the Associate Director supervises and controls the flow of clerical and administrative work of the main offices. Acts as purchasing agent in the securing of consumable supplies and office equipment.
15. Assistant Personnel Director: Under the direction of the Personnel Director screens, tests, and interviews applicants for positions with the agency.
16. Associate Community Information Specialists: Works with and under the direct supervision of the Community Information Specialist in the preparation of information for dissemination to the general public and other interested organizations concerning the agency and its activities.
17. Pre-school Coordinator: Under the supervision of the Education Director acts as liaison between the agency and the Pre-school Council in the administration of that program. Evaluates and makes recommendations concerning the programs.
18. After School Tutorial and Remediation Coordinator: Under the general supervision of the Education Director organizes and administers a broad base program of tutoring and remediation for the community as needs are determined and defined.
19. Vocational Education Administrator: Works with and under the supervision of the Employment Director in the development of on-the-job training programs and assists in their evaluation.
20. Accountants: Work under the direct supervision of the Comptroller in the agency's fiscal management.
21. Administrative Assistant: Under the direct supervision of the Executive Director serves in an administrative and liaison capacity to the Agency's officers, the Board of Trustees and all Committees and task forces.
22. Executive Secretary: Under the direct supervision of the Executive

Director serves in the capacity of secretary performing all functions as required and needed.

23. Steno-Secretaries: Perform all secretarial duties for department managers.
24. Clerk Typists: Perform all typing and clerical functions as assigned. (One for each area board as well as other assignments in central offices.)
25. Receptionist-Typist: Handles all incoming telephone calls as well as directs business visitors to the various departments. Performs typing work as time permits.
26. Office Clerks: Under the direct supervision of the Office Manager performs all functions as directed and needed such as internal mail delivery, running of office duplicating machines, special errands into the community etc.
27. Clerk-Typist (Bi-lingual): Under the supervision of the Spanish speaking Community Organizers performs all typing tasks required. Types from Spanish to English and vice versa.

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Appendix XV

Hiring Procedures

I. General Policy: Applications for open positions will be received by the Agency at its offices, 124 Branford Place, Newark, New Jersey, through the Personnel Department. All candidates will be considered on the basis of qualifications to perform the work and without regard to race, creed, color, national origin, sex or age. Preference will be given to qualified applicants who reside in the City of Newark. In addition consideration will be given those qualified applicants who are unemployed or under-employed.

II. Department Head Positions:

- a) The Personnel Director will upon request furnish all applications for Department Head positions to the Personnel Committee of the Board of Trustees. After screening the Personnel Committee will interview the basically qualified candidates to determine suitability to meet the requirements of the vacant position.
- b) The Personnel Committee will refer the applications of one or more of the candidates it deems qualified to the Executive Director with recommendations. The Executive Director may select one of the candidates for assignment to the position. If none are selected he may request the Personnel Committee to furnish him with a new list for consideration.

III. Other Vacancies:

- a) All applications will be filed with the Personnel Director.
- b) Where possible and practical all-candidates will be interviewed and tested.
- c) The applications of those candidates who meet the minimum requirements for a given vacancy will be referred to the manager of the department in which that vacancy exists with recommendations from the Personnel Director.
- d) The department manager will interview the qualified applicants.
- e) After consultation with the Personnel Director and/or Executive Director a selection will be made by the department head.
- f) If a selection is not made from the referred candidates further screening, interviews and tests will be conducted in order to furnish a new list of candidates for the department manager's consideration.